



COMHAIRLE NAN EILEAN SIAR  
CONSERVATION AREA GRANT SCHEME

**APPLICATION FOR GRANT 2021/22**

**Note:** Before completing this form, you should discuss your proposals with the Comhairle Planning Service to determine whether they are likely to be eligible for grant aid (see contact details below).

|                     |          |
|---------------------|----------|
| <b>1. APPLICANT</b> | AGENT    |
| NAME                | NAME     |
| ADDRESS             | ADDRESS  |
|                     |          |
|                     |          |
| POSTCODE            | POSTCODE |
| TEL                 |          |
| EMAIL               | EMAIL    |

**2. Address of Property.**

Located in (Name of Conservation Area).

**3. Brief Description of Works.**

**4. Name and Address of Owner, if different from Applicant.**

**5. Applicant's interest in property, e.g., Owner, Prospective Owner, Tenant, Lessee with full repairing lease.**

**6. Present use of Property.**

**7. Cost of Proposed Works (Please detail the main items of work separately i.e., re-slate roof, refurbish sash and case windows, etc).**

Item 1

Item 2

Item 3

Item 4

**Note:** the VAT element of the costs is not eligible for grant where the applicant is registered for VAT.



**8. Cost of Professional fees incurred** (please itemise).

*Note: Professional fees are grant eligible and will be included in any calculation of grant.*

**9. Have you checked and confirmed whether Planning Permission, Listed Building consent or a planning warrant is required?**

Yes  No

Please indicate if any of the consents listed below have been applied for.

|                         |     |                          |              |    |                          |
|-------------------------|-----|--------------------------|--------------|----|--------------------------|
| Planning Permission     | Yes | <input type="checkbox"/> | Ref.no _____ | No | <input type="checkbox"/> |
| Listed Building Consent | Yes | <input type="checkbox"/> | Ref.no _____ | No | <input type="checkbox"/> |
| Building Warrant        | Yes | <input type="checkbox"/> | Ref.no _____ | No | <input type="checkbox"/> |

**10. Have you sought grant aid for these works from any other sources?**

Yes  No  Specify

Have works to the building been grant aided by this Scheme before?

Yes  No  Don't Know

**11. Checklist – Please ensure you have enclosed the following:**

- a) Signed Application Form;
- b) Drawings and where relevant, specifications;
- c) Photographs of the building or site of the works;
- d) At least TWO valid competitive quotations, for the work to be carried out.

*Note: For item b) the specifications should be sufficiently detailed to identify a particular material (including source) or colour (by B.S. No., R.A.L. No., etc).*

*Note: Failure to include all the above will delay the processing of the application.*

**12. Is the applicant registered for VAT?** Yes  No

I hereby submit my application to Comhairle nan Eilean Siar to be considered as part of the Conservation Area Grant Scheme. I confirm that all necessary consents have been obtained. I have read, understood, and accepted the conditions of grant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be returned to:

Susan Rabé,  
Planning Officer,  
Communities Department,  
Comhairle nan Eilean Siar,  
Sandwick Road, Stornoway, HS1 2BW.  
Tel: 01851 822690  
Email: [srabe@cne-siar.gov.uk](mailto:srabe@cne-siar.gov.uk)